



SECDEL BAYINST 1610.1A

SECTOR DELAWARE BAY INSTRUCTION 1610.1A

Subj: SUBSTANCE ABUSE NOTIFICATION AND DOCUMENTATION PROCESS

Ref: (a) Coast Guard Personnel Manual, Chapter 20, COMDTINST M1000.6A
(b) Health Promotion Manual, Chapter 2, COMDTINST M6200.1

1. **PURPOSE.** This instruction establishes procedures for reporting a drug or alcohol incident in the Sector Delaware Bay AOR.
2. **ACTION.** The Logistics Department Head and Command Drug and Alcohol Representative shall ensure compliance with this instruction.
3. **DIRECTIVES AFFECTED.** None
4. **DISCUSSION.** References (a) and (b) provide guidance on defining what is an alcohol and/or drug incident, in addition to establishing policy, training and treatment methods. The intent of this instruction is to improve the documentation and notification process, as it is required by COMDT policy, and centralize this process for the AOR.
5. **PROCEDURES.**
 - a. When an alcohol or drug incident has been identified and determined in accordance with reference (a) the Command Drug and Alcohol Representative (CDAR) or alternate CDAR shall be notified.
 - b. The CDAR will also be notified when members self refer for treatment or are involuntarily referred by the command.
 - c. The member who is allegedly involved with the incident shall be screened in accordance with reference (b).
 - d. Commanding Officers/Officers In Charge of tenant commands of Sector Delaware Bay shall make a determination if an alcohol or drug incident has occurred and promptly notify the Sector CDAR.
 - e. For the units located geographically in Philadelphia and MSD Lewes the CDAR will ensure that all documentation including page 7's are completed and submitted to the Logistics Department Head in a timely manner.

- f. All other units within Sector Delaware Bay's AOR shall maintain and ensure documentation on their member is complete, and that members are evaluated IAW reference (a) and (b). If a member is subject to a treatment plan, the CDAR will track and ensure the completion of all treatments.
- g. Documentation of the incident shall be maintained in the member's Personnel Data Record at their unit's Servicing Personnel Office. In addition the following units, Sector Field Office Atlantic City, Station Cape May, Station Atlantic City, ANT Cape May, CGC IBIS, CGC MAKO, CGC FINBACK, shall ensure that they fax copies of all corresponding documents to the Logistics Department at Sector Delaware Bay in a timely manner.



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